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C O D I B

Ad hoc Problem Group VII

Analyst Communication

Statement of Initial Objectives

I.   Problem Group Objective:

To develop proposals whereby intelligence research analysts
can obtain rapid access to extant information and expertise that
might bear on a particular intelligence problem.

II.   Initial Problem Parameters:

A.   Scope:

1.   All subjects, areas, sources and security clasäifica-
tions are to be considered.

2.   Analysts and any organization performing current, basic,
estimative, counter, or operational intelligence analysis
are to be included.

3.   Raw, collated, and finished intelligence information
are included but emphasis is on information produced or
held by intelligence analysts.

4.   All forms (written, machined, oral, photos, maps, etc.)
of information are included.

5.   All USIB staff and contract organizations are within
the scope of the problem and selected non-USIB elements

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or individuals may be included where warranted by affinity of interests.

6. Only substantive intelligence information is of concern - not administrative or systems information.

B. Desired Characteristics:

1. A perpetual current inventory of information reposi- tories and subject-area expertise.

2. A means for ready access to the inventory by intelligence analysts.

3. Recognized means to rapidly connect the needing analyst with the information repository and the knowledgeble analyst.

4. Useful separation and recognition of informal informa- tion exchange from official coordination and dissemina- tion of substantive intelligence.

C. Constraints:

1. A means must be provided for verification of security clearance for receipt of the inventory information whether in published form or a telephonic directory service.

2. Proposals must be reconciled with departmental minimum requirements for dissemination, liaison, and coordina- tion for actual contact and access to files.

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3. Proposals should capitalize on not duplicate   related

efforts under Ad hoc Problem Group IX, ADP Systems

Library.

III. Initial Problem Group Tasks:

1. Inventory all analysts by:

Name

Organization

Subject/Area responsibility

Information level competence

source cognizance

Product responsibilities

Liaison channel

Phone no.

File holdings

Security clearance

Principal counterparts by name and organization

2. Inventory principal reference organizations by:

Name

Organization

Function

Scope

Subject/area

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Source

Security class

Info level

Resources

doc ref.

Info service

Bibliographies

Research

Principal Using-Organizations

Liaison channel

Security Clearance

Dissemination limitations

Phone no.

3. Inventory all central file holdings by:

Name

Holding Org

Date of info

Level of info

Subject/area coverage

Source coverage

Form of output

Size of file

Security class and dissem controls

Liaison channel

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4. Inventory all substantive intelligence products by:

    Name

    Producing organization

    Coverage

    > Subject/area

    Source coverage

    Level of information

    Security classification range

    Form of publication

    Volume of publication

    Dissemination control point

5. Inventory non-reference organizational resources by showing
    for each organization:

    Name

    Functions

    Coverage (subject/area/source/class)

    Service limitations

    Liaison channel

6. Determine additional communication needs by soliciting analysts
    and analysts management.

7. Design alternative mechanisms and procedures for maintaining
    perpetual inventories on 1-6 above and estimate resources re-
    quired for each alternative. Consider particularly the feasibility
    of a central directory service and the use of machine assistance.

8. Design alternative systems for analysts access to the perpetual

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inventories.

9.   Relate access system to official liaison, dissemination, and

coordination channels.

10.   Relate proposals to item list portion of Ad hoc Problem Group II

and to any files inventory planned as part of the ADP Systems

Library (ad hoc Problem Group IX).

11.   Relate proposals to similar non-USIB activities, e.g., SIE and

the National Referral Center for Science and Technology at LC,

and the National Standard Data Reference System at the National

Bureau of Standards.

12.   Determine additional tasks and resources required to accomplish

objective.

13.   Report to CODIB.

IV.   Schedule:

1.   Problem group members are to be designated by _____ 1964.

2.   Initial report to CODIB to be ready by _____ .

V.   Membership:

Members of the ad hoc problem group should be designated from

each USIB Department plus NSF and NBS.   Members will require full

security clearance and have knowledge of intelligence analysis

activities on a department-wide basis.   Each member will be required

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to spend _____ hours 🐂 the effort during this initial period.

VI. Guidance:

The problem group will be under the guidance of CODIB and relate

to other problem groups through the CODIB Support Staff.